



**CORRECTED COPY**

**VOSH PROGRAM DIRECTIVE: 02-023**

**ISSUED: August 15, 2009**

**SUBJECT: Citation and IMIS Guidance for the Administrative Regulations Manual (ARM)**

**A. Purpose.**

This new directive transmits to field personnel citation and and IMIS Guidance for the Administrative Regulations Manual (ARM) for the VOSH Program.

*This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.*

**B. Scope.**

This directive applies to all VOSH personnel.

**C. Reference.**

Not Applicable.

**D. Cancellation.**

Not Applicable.

**E. Action.**

Directors and Managers shall ensure that the guidelines in this Directive are followed.

**F. Effective Date.**

August 15, 2009.

**G. Citation and IMIS Guidelines.**

To cite sections of the Administrative Regulations Manual, please follow these examples:

For a General Industry violation: 16 VAC 25-60-120.

For IMIS entry, however, you must enter only the “part” and “section” components. Please note the following examples:

- |                         |   |
|-------------------------|---|
| General Industry:       | “VAC 0120” only with no paragraph or sub-paragraph entries. |
| Construction:           | “VAC 0130” only with no paragraph or sub-paragraph entries. |
| Agriculture:            | “VAC 0140” only with no paragraph or sub-paragraph entries. |
| Public Sector Maritime: | “VAC 0150” only with no paragraph or sub-paragraph entries. |

C. Ray Davenport  
Commissioner

Attachment: None.

Distribution: Commissioner of Labor and Industry  
Assistant Commissioner - Programs  
VOSH Directors and Managers  
VOSH Compliance Staff  
Cooperative Programs Director and Manager  
Legal Support Staff  
IMIS Support Staff  
OSHA Regional Administrator, Region III  
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